Maximize your HP e-All-in-One printer
Get tips and tricks for getting the most out of your HP e-All-in-One
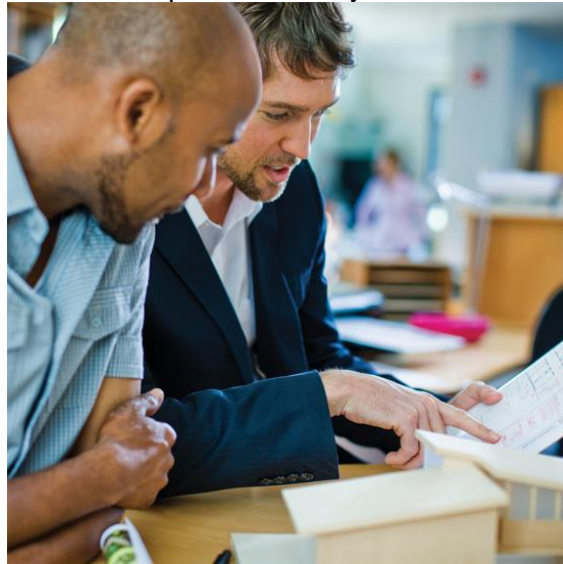
In this article

Introduction: Ideal for personal or small workgroup use, HP e-All-in-Ones can boost your small business productivity like nothing else. These powerful multifunction machines can scan, print, copy, and often fax, with the extra benefit of having a space-saving design that cuts down on office clutter. An HP e-All-in-One already does it all, but you can make it accomplish even more. By mastering a few tips and tricks, and by getting to know some special features, you can get the most from your e-All-in-One.

Get the most out of e-All-in-One features

Work on something else while the e-All-in-One ADF copies or scans your documents.

Save time and ink by setting your e-All-in-One's print settings to "Normal" or "Draft" rather than "Best" for everyday printing needs.

There are many e-All-in-One features that can streamline your printing, scanning, faxing, and copying projects, making your office even more productive.

- **Use your ADF**: Gone are the days when you had to scan or copy each page individually. Now, simply place documents into the automatic document feeder (ADF) and hit print. The e-All-in-One will copy or scan your documents while you work on something else. Plus, some HP e-All-in-Ones, like the HP Officejet Pro 8500A Premium e-All-in-One, have ADF capacities of up to 50 pages!

- **Go paperless**: Paper archives take up precious office space, and can be time consuming to maintain. Use your HP e-All-in-One's scanner to free up storage space by scanning paper documents and storing or tossing the originals. You can easily turn a filing cabinet worth of information into editable digital files, and create a backup system consisting of a single DVD.

- **Adjust your printer's default settings**: By setting your e-All-in-One's print setting to "Normal" or "Draft," rather than "Best," for everyday printing needs, you'll speed up the printing process, saving time as well as ink.

  Some HP e-All-in-Ones, like the HP Officejet Pro 8500A Plus e-All-in-One, can print up to 35 pages per minute (ppm) in black and white, and 34 ppm in color. To learn how to change your e-All-in-One's settings, refer to your printer manual.

- **Automatic duplexing**: Stop wasting paper by printing in-house documents on only one side of the page. Many HP e-All-in-Ones, like the HP Officejet 6500A Plus e-All-in-One, come with automatic duplexing capabilities,

Print your own materials at up to 50% lower cost per page than laser printers.[1]

allowing you to save resources and print two-sided documents quickly and easily.

- **Print your own materials**: HP Officejet Pro e-All-in-Ones feature specially engineered, pigment-based inks that offer professional color documents at up to 50% lower cost per page than laser printers.[1]

- **Faxing**: Don't worry about obtaining or returning signatures through the mail. Easily fax legally binding documents, including contracts. Plus, skip the extra step of scanning a document before transmitting it—convenient if you're in a rush.

Learn more about HP e-All-in-Ones.

Visit the HP e-All-in-One Buying Guide.

Benefits of wireless and mobile printing

Caption: Maximize your office space by connecting multiple computers to a single HP e-All-in-One.

With a wireless-enabled HP e-All-in-One, your computer won't need to be connected to the printer using a cable, which means you can print from anywhere in your office.[2] Plus, you can connect multiple computers to one printer, freeing up precious office space and lowering printer costs.

- **Easy set up**: Many HP e-All-in-Ones, like the HP Officejet 6500A Plus e-All-in-One, are equipped for wireless printing. Set up is easier than ever, and before you know it, your entire office could be printing to a single printer! Learn how to set up your printer to print wirelessly.

- **Web printing**: Many HP e-All-in-Ones allow you to access HP Print Apps—like the Google docs e-Storage app and the Forms app—directly from the printer's touchscreen, so you can print templates, news, contracts, and more from the Web, PC-free![3]

Use your mobile device to print directly to your HP e-All-in-One using HP ePrint.[4]

- **HP ePrint**: With HP ePrint mobile printing, there's no need to wait to print e-mails, Web content, or documents.[4] Stay connected and productive while on the go by printing directly to an HP ePrint-enabled e-All-in-One using a smartphone, laptop, or other mobile device.

Find an HP ePrint-enabled e-All-in-One now.

Keep your e-All-in-One in top condition

Need to do some e-All-in-One maintenance, but don't have your manual? You can download it from HP.com.

Keep your e-All-in-One running smoothly with these handy tips to help prevent problems and ensure peak performance.

- **Scanner Maintenance**: Dust or dirt on the scanner glass, scanner lid backing, or scanner frame can slow down performance and degrade the quality of scans. To clean the scanner glass, follow these steps:

  1. Turn the printer off.
  2. Lift the scanner lid.
  3. Clean the glass with a soft, lint-free cloth that has been sprayed with a mild glass cleaner. Dry the glass with a dry, soft, lint-free cloth.
  4. Close the scanner lid, and turn on the printer.

  Tips: Use only glass cleaner to clean the scanner glass. Avoid cleaners that contain abrasives, acetone, benzene, and carbon tetrachloride, all of which can damage the scanner glass. Avoid isopropyl alcohol because it can leave streaks on the glass.

  Also, don't spray the glass cleaner directly on the glass—the cleaner could leak under the glass and damage the scanner.

Use your HP e-All-in-One's touchscreen to align the print cartridges.

If you notice your ADF has trouble picking up plain paper, or picks up multiple pages, it may be time for maintenance.

- **Ink alignment**: HP e-All-in-Ones use both black and color ink cartridges that need to be aligned so the printer will drop the inks properly when printing. Use your printer's touchscreen to align the print cartridges when:

  o The black and color inks bleed together.
  o Small gaps appear between color areas and black outlines.
  o You remove or replace a print cartridge.

- **ADF maintenance**: Your ADF should work properly without any extra effort on your part. However, if you notice your ADF picks up multiple pages or has problems picking up plain paper, here are some simple steps to get your ADF back in working order:

  1. Remove all originals from the document tray and lift the ADF cover.
  2. Lightly dampen a clean, lint-free cloth with distilled water, squeezing any excess liquid from the cloth.
  3. Wipe any residue off the rollers or separator pad.
  4. Close the cover of the ADF.

  Tip: If residue does not come off using distilled water, try using isopropyl (rubbing) alcohol.

For complete maintenance instructions, refer to your user manual.

Update your e-All-in-One driver

To keep your e-All-in-One running efficiently, make certain you have downloaded the most current driver.

A driver is the software that enables your HP e-All-in-One to communicate with your computer and other products. Drivers are regularly updated, and new versions can fix problems and improve performance significantly, so it's important to make sure you have the most current drivers to keep your e-All-in-One running well.

[Download your e-All-in-One's newest driver now](#).

Sign up for driver alerts that are relevant to your e-All-in-One at [HP Technical Support](#).

Find an HP e-All-in-One for your office

Make your office more productive with an HP e-All-in-One. With a variety of features, there's an e-All-in-One to match every business need.

[HP Officejet 6500A Plus e-All-in-One](#) **Original price**: $199.99 **Price after savings: $XXX.XX**	[HP Officejet Pro 8500A Plus e-All-in-One](#) **Original price**: $399.99 **Price after savings: $XXX.XX**	[HP Officejet Pro 8500A Premium e-All-in-One](#) **Original price**: $499.99 **Price after savings: $XXX.XX**

- 2.36" touchscreen

- Access [HP Print Apps](#)[3]

- Print at your convenience—from across town or your office—with [HP ePrint](#)[4]

- Energy Star® printer

- 35-page automatic document feeder

- Save money by automatically printing on

- 4.3" touchscreen

- Access [HP Print Apps](#)[3]

- Print at your convenience—from across town or your office—with [HP ePrint](#)[4]

- Energy Star® printer

- 35-page automatic document feeder

- Save money by

- 4.3" touchscreen

- Access [HP Print Apps](#)[3]

- Print at your convenience—from across town or your office—with [HP ePrint](#)[4]

- Energy Star® printer

- 50-page automatic document feeder

- Save money by

both sides	automatically printing on both sides	automatically printing on both sides
	• Make flawless copies: removes frames and straightens borders	• Share access via the wireless networking and built-in Ethernet[2]
To purchase an HP e-All-in-One for your office, visit the [Small & Medium Business store](#). To compare additional printers, visit the [HP Officejet](#) and [HP Officejet Pro buying guides](#).		

[1] Majority of color laser All-in-Ones<$600, March 2010; details: www.hp.com/go/Officejet; OJ Pro ISO yield with highest-capacity cartridges based on continuous printing; see www.hp.com/go/learnaboutsupplies.
[2] Wireless performance is dependent upon physical environment and distance from access point. Wireless operations compatible with 2.4GHz routers only.
[3] Requires Internet connection to printer. Services may require registration. Details: www.hp.com/go/eprintcenter.
[4] Requires an Internet connection to the printer. Feature works with any connected Internet- and email-capable device. Print times may vary. For a list of supported documents, and image types, see www.hp.com/go/eprintcenter. And for additional solutions, see www.hp.com/go/mobile-printing-solutions.